



DENVER INDIAN HEALTH AND FAMILY SERVICES, INC.

3749 S. KING ST. DENVER, CO 80236

PH: (303) 781-4050

FAX: (303) 781-4333

WWW.DIHFS.ORG

Position Description

<u>Position:</u>	Family Nurse Practitioner
<u>Supervisor:</u>	Executive Director
<u>Salary:</u>	\$60,000 - \$65,000 per annum
<u>Job Classification:</u>	Exempt and is a full time position

Summary

This position is located in the ambulatory care setting at the DENVER INDIAN HEALTH AND FAMILY SERVICES. Executive Director supervises Family Nurse Practitioner. Incumbent will provide medical, preventive and therapeutic health services to patients; manage the care of patients, and provide treatment, patient education, counseling to individuals and families. This position is a primary provider for health care to eligible American Indian/Alaskan Native within the Denver metropolitan area. Family Nurse Practitioner nurse will work closely with the Clinical Nurse, medical providers, Diabetes Program and Behavioral Health. Family Nurse Practitioner will assist in development of or updating policy, procedure, and quality assurance protocols within DIHFS. Incumbent will also assist with case management, referrals, nursing education, and assists with the Colorado Women's Cancer Control Initiative duties. Incumbent will supervise medical assistants, reception, nursing students, and medical assistant students.

Typical Working Conditions

Incumbent schedule is primarily, Monday-Friday, some evening and weekend work maybe needed. Work is performed in an office and clinic setting. Exposure to infectious and contagious disease is common. Work must be performed in confidential manner. Incumbent must be capable of operating personal vehicle and be versed in the use of personal computers. Vision must be correctable to 20/20 and hearing must be in normal range for telephone calls. Incumbent must be able to handle up to 15 pounds of lifting. Personal contacts are with health professionals, patients, officials and program staff of local communities, public officials, Federal, State and local agencies.

Duties

1. Provides Preventive, diagnostic and therapeutic health service to a broad-spectrum of patients in an outpatient care setting. Discriminates between normal and abnormal findings to recognize early stages of serious physical, emotional, social or mental problems.
2. Obtains a health, reproductive and developmental history from the patient or parent, and uses this information in conjunction with information from the patient record to make appropriate evaluations of the patient's needs. Performs or requests screening and diagnostic tests and interprets them. And as such, incumbent has knowledge of the diagnostic, preventive and therapeutic approaches related to the medical and health-care fields of Family practice.
3. Makes decisions concerning medical care needs of patients, which may involve various treatment modalities, prescribed medications, consultation and referral when appropriate.
4. Provides direct and independent medical care in the presence of illness or disability in order to maintain life, provide comfort, reduce distress and enhance coping ability.
5. Adjusts treatment plans within established guidelines and recognizes when to refer the patient to the physician or other health team members.
6. Provides basic life support (i.e. cardiopulmonary resuscitation), limited intravenous hydration, and appropriate monitoring in collaboration with the health team until the patient is transported to a tertiary care facility.
7. Provides medical care and preventive services to healthy individuals, including guidance in nutrition, common illnesses, safety, reproductive health (including responsible sexual behavior), childhood development and child rearing.

8. Teaches patients and family members, ways to maintain or improve their health status. Employee has the ability to provide individual and family counseling, guidance and health instruction to help patients to understand how to prevent disease and maintain good physical and mental health.
9. Maintains appropriate and complete records and reports on patients. Employee has the ability to maintain appropriate health records i.e. RPMS patient care component (pcc), and the ability to incorporate health records in providing appropriate patient care.
10. Maintains proficiency through continuing medical education, staff meetings, workshops and home study.
11. Teaches, directs and/or supervises other health professionals and students in providing health care.
12. Conducts on-going assessments of patient flow and wait-times to determine and develop better ways to serve patients at DIHFS.
13. Works and plans along with the Special Diabetic Program and Behavioral Health Program in responses to the needs of the patients seen at DIHFS.
14. Recognizes when patients require too complex a work-up to be done in the clinic and coordinates with the specialty clinic or hospital to facilitate transfer of care.
15. Employee has the ability to collect, organize, record, and communicate, in a meaningful way, data relevant to primary health assessments (including family medical history, physical exams and select laboratory tests), to function as an independent practitioner.
16. Employee has the ability to provide guidance and leadership to other health-care providers. Incumbent has knowledge and skill of established concepts, principles and practice related to Nurse Practitioners training with full consideration of mental, emotional and physical factors
17. Incumbent has the ability to analyze special screening and developmental tests and specialized laboratory and radiological services.
18. Incumbent is skilled in making diagnosis and in choosing, initiating, and modifying selected therapies; and ability to provide emergency treatments.
19. The provider works alone or as a member of the practitioner team. The provider is self-directed and must exercise latitude in planning and carrying out health plans as well as undertaking new procedures, practices and approaches. Medical principle, agency policy and state regulations provide broad guidelines for the nurse practitioner. Physician is available on site or by telephone to provide assistance and consultation when necessary. Formal consultation and feedback is provided by physician staff during
20. Employee works within the framework of establish guidelines and protocols. However, guidelines are not completely applicable to every situation likely to be encountered. Judgment is used in interpreting and in some patient conditions, adapting guidelines. The provider plays a significant role in initiating revisions in guidelines for the clinic as new knowledge and technology evolves.
21. Plans and coordinates health services with similar community health care clinics consistent with DIHFS agency goals. The provider analyzes a variety of health data and considers a multitude of factors (multi-cultural, low socioeconomic status, religious and spiritual customs, etc.) that impact on the health-care plan of individual patient and the community; patients often suffer from acute and chronic illnesses that are problematic because of the diverse cultures in the community. Works with other disciplines to interpret and evaluate the program and to establish new criteria of care for the clinic.

Education

1. Masters Degree in nursing degree from an accredited university or college
2. Nurse must have completed Nurse Practitioner training of at least 4 months in duration.
3. Applicant must have current active registration as a professional nurse in state of Colorado.
4. Must have two letters of reference from employers or university teaching facility.

Qualifications

1. Incumbent has knowledge and skill of established concepts, principles and practice related to Nurse Practitioners training.
2. Incumbent has the knowledge of the customs of the ethnic groups within the area and the ability to appreciate cultural differences and their effect on health care delivery.
3. Incumbent has the knowledge of quality assurance and evaluation process to improve patient care and facilitate monitoring and program planning.
4. Incumbent is required to be immunized against Measles and Rubella and provide documentation prior to or at the time of their start date. Special consideration may be allowed to individuals who are allergic to a component of the vaccine or are currently pregnant. Incumbent must have documented immunity to Rubella and Measles.

Experience

1. Must have two years in an ambulatory health care setting or
2. One year specialized experience in emergency rooms, hospital setting.
3. Must have experience working with American Indians or other culturally diverse group.
4. Must be versed in use of computers and various computer programs.
5. Must have a valid Colorado Drivers License.

Denver Indian Health & Family Services, Inc., is a private non-profit organization. DIHFS does not discriminate in employment on the basis of race, color, creed religion, age, sex, national origin, physical handicap, marital status or sexual preference. However, DIHFS does adhere, both philosophically and as required, to the Indian Preference Act, Title 25 CFR, Section 472.

Denver Indian Health & Family Services, Inc., is a Smoke Free, Drug/Alcohol Free work environment.